

GOVERNMENT OF ANDHRA PRADESH
ANDHRA PRADESH URBAN FINANCE & INFRASTRUCTURE DEVELOPMENT
CORPORATION LIMITED.
A C GUARDS, HYDERABAD – 500004

EXPRESSION OF INTEREST (EoI)

Notice Inviting Expression of Interest (EoI) from individuals for setting up City Mission Management Units (CMMUs) at City Level for Atal Mission for Rejuvenation and Urban Transformation (AMRUT) for Andhra Pradesh Urban Finance and Infrastructure Development Corporation Limited (APUFIDC)

Andhra Pradesh Urban Finance & Infrastructure Development Corporation Limited (APUFIDC), the Mission Directorate for AMRUT intends to setup **City** Mission Management Units (CMMUs) at City Level for AMRUT cities (30). The objective is to enhance the institutional capacity of ULBs by providing human resources on ground. CMMUs will provide technical support, handholding support and co-ordination to the ULB. The AMRUT is expected to operate between 2015-2020.

APUFIDC invites Expression of Interest (EoI) from individuals who are having requisite experience and expertise in this field as detailed in the EoI uploaded on the following websites (www.apufidc.cgg.gov.in & www.cdma.ap.gov.in). Hard copy of the same can be obtained from the address given below.

The EOI may be submitted in a sealed envelope through Speed Post/Registered Post or delivered by hand superscribing “AMRUT – City Mission Management Units (CMMUs) - EoI proposal” on top of the envelope to the following address. The last date for submission of the EoIs is 16.11.2015.

Address:

Managing Director,
ANDHRA PRADESH URBAN FINANCE INFRASTRUCTURE DEVELOPMENT
CORPORATION 2nd floor Engineer-In-Chief (PH) complex,
A.C. Guards, Hyderabad-4, Phone No: 040-23435500/22;
Fax: 040-23301025; E-mail: apufidc@yahoo.com

TABLE OF CONTENTS

1	INTRODUCTION	1
2	SCOPE OF SERVICES	2
3	PAYMENT AND WORKING ARRANGEMENTS TO TECHNICAL EXPERTS	3
4	DELIVERABLES	3
5	ELIGIBILITY CRITERIA	4
6	EVALUATION CRITERIA FOR THE EOIs.	4
7	DOCUMENTS TO BE SUBMITTED AS PART OF EOI	4
8	TERMS AND CONDITIONS	4
9	ANNEXURES	
	ANNEXURE I –HUMAN RESOURCE REQUIREMENT	6
	ANNEXURE II-DETAILED TERMS OF REFERENCE FOR VARIOUS POSITIONS	8
	APPENDIX-I: COVERING LETTER	13
	APPENDIX-II -STANDARD FORMATS OF CURRICULUM VITAE (CV) FOR AN INDIVIDUAL	14

ANDHRA PRADESH URBAN FINANCE INFRASTRUCTURE
DEVELOPMENT CORPORATION LIMITED.

EXPRESSION OF INTEREST (EoI)

Expression of Interest (EoI) for setting up City Mission Management
Units (CMMUs) at City Level for AMRUT

Introduction

The Govt. of India launched 3 flagship programmes viz., Smart City Mission, Atal Mission for Rejuvenation and Urban Transformation (AMRUT) and Housing for all for improving quality of life and attracting people and investment to the cities.

Objective of AMRUT

Providing basic services (e.g. water supply, sewerage, urban transport) to households and build amenities in cities that will directly improve the quality of life, as a priority. Achieving universal coverage for water supply and sewerage is a National priority. The Focus shall be on infrastructure creation that has a direct link to better services and to people by providing taps and toilet connections to all households. All the outcomes are valued against the indicators and standards as per Service Level Benchmarks (SLBs).

Institutional arrangements for Capacity Building.

A sound institutional structure is the foundation to make the mission successful in achieving the goals. AMRUT guidelines enable States to undertake extensive capacity building activities for their ULBs to achieve reforms and implement projects in mission mode. The Govt .of India re-aligned the existing Comprehensive Capacity Building Programme (CCBP) towards priorities of the new missions. One component of institutional development of ULBs and States is to have human resources on the ground. Govt. of India will enhance the capacity of ULBs by supporting City Mission Management Units (CMMUs) at City Level as follows:

At City Level.

Sl.No	Population	Human Resources Nos	Types of Human Resources
1	Less than 10 lakhs	2	<ul style="list-style-type: none"> ü Urban Planner ü Urban Infrastructure Expert
2	10 to 100 lakhs	4	<ul style="list-style-type: none"> ü Urban Planner ü Urban Infrastructure Expert ü IT cum Monitoring & Evaluation Expert. ü Municipal Finance Expert ü Solid Waste Management Specialist. ü Capacity building/Institutional Strengthening Specialist.

The APUFIDC has been designated as the nodal agency for AMRUT in the State. The objective is to efficiently and effectively manage, coordinate and monitor the implementation of AMRUT.

APUFIDC has proposed to setup CMMUs in 30 ULBs with the human resource requirement of 61 experts as per Annexure – I.

2.0 SCOPE OF SERVICES

APUFIDC will hire the services of individuals who will perform the role of the CMMUs at ULB level. The selected personnel under CMMUs will be housed at the respective ULBs.

The technical experts selected for the CMMUs will be dedicated full time staff and will be stationed at respective ULBs. The day to day work of the technical experts will be assigned by the Commissioner of the ULB or any other officer designated by him for this purpose. All the monitoring and reporting aspects of the technical experts will be under the control and supervision of Commissioner of the ULB.

Terms of Reference (ToR) for each technical expert position at CMMUs including qualification and experience is provided in Annexure-II. However, the job description provided is indicative in nature and may change as per the requirement of the ULB.

3.0 PAYMENT AND WORKING ARRANGEMENTS

Component	Unit Cost in Rs.
A City Mission Management Unit (CMMUs)	
1. Staff Salary	Rs.55,000/- per person/month
2. Supporting cost includes local travel and stationery	*Rs.55,000/- per month for each CMMU i.e., 2 persons

* Local travel and stationery will be reimbursed as per actuals.

3.1 Working time

Working hours (6 days a week, 10:30 hrs – 5:00 hrs) with lunch break 30 min (1:30 –2:00 hrs). In case of exigencies of work, they will be required to make their services available during other periods and holidays.

4.0 DELIVERABLES

4.1 CMMUs

Provide technical/handholding support and coordination to the ULB and carry out the following functions:

- § Preparation of Service Level Improvement Plan (SLIP)
- § Assist in preparation of Smart City Proposal (SCP) for Smart Cities selection competition.
- § Implementation of Reforms agenda focusing on outcomes.
- § Enabling coaching and mentoring as set out in AMRUT guidelines.
- § Coordination for individual Capacity Building programmes of the ULB conducted by training institutions.
- § Undertaking ULB level data collection, checking for its reliability and validity, and documentation of ULB level practices.
- § Monitoring, for example, external monitoring report by IRMA (quarterly), reform implementation appraisal report by IRMA (half yearly), Quarterly Score Card by Cities for HPSC (for AMRUT/SCM).
- § Preparation of ULB level IEC materials, viz., e-newsletters, brochures etc.
- § Maintenance and up-gradation of multi-layer GIS maps.
- § Revision of ULB policies for implementing AMRUT Reform Agenda.
- § Promote the use of online instructional programmes for ULB functionaries.

5.0 ELIGIBILITY CRITERIA

As specified in the Annexure – II for the respective positions.

6.0 EVALUATION CRITERIA

Scrutiny and evaluation of EoI will be as per criteria fixed by the Selection Committee to be constituted for the purpose. Selection will be made based on the recommendations of the Committee. The selected candidates shall work in any of the AMRUT cities of Andhra Pradesh.

7.0 DOCUMENTS TO BE SUBMITTED AS PART OF EOI

- 1 Covering letter
- 2 Curriculum Vitae (CV)
- 3 Supporting documents demonstrating qualification, experience and expertise of the individual.

8.0 TERMS AND CONDITIONS

8.1 Amendments to the EoI

APUFIDC may amend the EoI documents at any time prior to the deadline for submission of EoI, by issuing suitable corrigendum. Any corrigendum issued in this regard shall be uploaded on the following websites: apufidc.cgg.gov.in & cdma.ap.gov.in.

8.2 Language of EoI

The EoI, and all correspondence and documents related to EoI exchanged by the individual should be in English.

8.3 APUFIDC reserves the right to the following

- i. Accept or reject any or all the proposals received in response to the EoI without assigning any reason whatsoever
- ii. Extend the time for submission of EoI
- iii. Modify the EoI document, by an amendment that would be published on the website

9.0 SUBMISSION OF EOI

The EOI may be submitted in a sealed envelope through Speed Post/Registered Post or delivered by hand super " AMRUT – City Mission Management Units (CMMUs) - Eoi proposal" on top of the envelope to the following address. The last date for submission is 16.11.2015.

Address:

Managing Director,
ANDHRA PRADESH URBAN FINANCE INFRASTRUCTURE DEVELOPMENT
CORPORATION 2nd floor Engineer-In-Chief (Public Health) complex,
Kashana Buildings, A.C. Guards, Hyderabad-4,
A.C. Guards, Hyderabad-4, Phone No: 040-23435500/22;
Fax: 040-23301025; E-mail: apufidc@yahoo.com

Annexure – I

Sl.No	AMRUT City	Human Resources Nos.	Types of Human Resources
City Mission Management Unit (CMMU) at			
1	Srikakulam	2	ü Urban Planner ü Urban Infrastructure Expert
2	Vijayanagaram	2	ü Urban Planner ü Urban Infrastructure Expert
3	Kakinada	2	ü Urban Planner ü Urban Infrastructure Expert
4	Rajhmundry	2	ü Urban Planner ü Urban Infrastructure Expert
5	Eluru	2	ü Urban Planner ü Urban Infrastructure Expert
6	Tadapalligudam	2	ü Urban Planner ü Urban Infrastructure Expert
7	Bhimavaram	2	ü Urban Planner ü Urban Infrastructure Expert
8	Machilipatnam	1	ü Urban Infrastructure Expert
9	Gudivada	2	ü Urban Planner ü Urban Infrastructure Expert
10	Guntur	2	ü Urban Planner ü Urban Infrastructure Expert
11	Tenali	1	ü Urban Infrastructure Expert
12	Chilakaluripet	2	ü Urban Planner ü Urban Infrastructure Expert
13	Narasaraopeta	2	ü Urban Planner ü Urban Infrastructure Expert
14	Ongole	2	ü Urban Planner ü Urban Infrastructure Expert
15	Nellore	2	ü Urban Planner ü Urban Infrastructure Expert
16	Chittor	2	ü Urban Planner ü Urban Infrastructure Expert
17	Tirupati	2	ü Urban Planner ü Urban Infrastructure Expert
18	Madanapally	2	ü Urban Planner ü Urban Infrastructure Expert
19	Kadapa	2	ü Urban Planner ü Urban Infrastructure Expert

20	Proddatur	1	ü Urban Infrastructure Expert
21	Kurnool	2	ü Urban Planner ü Urban Infrastructure Expert
22	Nandyal	2	ü Urban Planner ü Urban Infrastructure Expert
23	Adoni	2	ü Urban Planner ü Urban Infrastructure Expert
24	Anantapur	2	ü Urban Planner ü Urban Infrastructure Expert
25	Hindupur	2	ü Urban Planner ü Urban Infrastructure Expert
26	Dharmavaram	2	ü Urban Planner ü Urban Infrastructure Expert
27	Tadipatri	2	ü Urban Planner ü Urban Infrastructure Expert
28	Guntakal	2	ü Urban Planner ü Urban Infrastructure Expert
29	GVMC	4	ü Urban Planner ü Urban Infrastructure Expert ü Municipal Finance Specialist ü IT cum Monitoring and evaluation Specialist ü Solid Waste Management Specialist. ü Capacity building/Institutional Strengthening Specialist. ü
30	VMC	4	ü Urban Planner ü Urban Infrastructure Expert ü Municipal Finance Specialist ü IT cum Monitoring and evaluation Specialist. ü Solid Waste Management Specialist. ü Capacity building/Institutional Strengthening Specialist.
	Total	61	

Note: i. The above ULB wise human resources requirement is only indicative.

ANNEXURE - II - DETAILED TERMS OF REFERENCE FOR PERSONNEL

Urban Planner

- a. Qualifications & Expérience
- Graduate/Post Graduate Degree in Planning or equivalent (Post Graduate preferred) from recognized University.
 - Urban Planner/Management Expert having strong background in project management with 3-5 yrs. in a managerial position.
 - Senior engineers with at least 3-5 years urban sector experience in a managerial position can also be considered.
 - In case of non-availability of required personnel, there will be a relaxation in years of experience.
 - Experience in working with large scale urban development projects/programmes.
 - Experience in urban reforms and capacity building programmes for ULBs
- b. Role and responsibilities: The Specialist may support the ULB to:
- Co-ordinate and support the implementation of AMRUT reforms, projects and capacity building activities.
 - Prepare integrated City Plans and Capacity Building (CB) plan, business cum financial plan.
 - Prepare reports (including QPRs and Utilization Certificates) for State and MoUD on the progress of implementation of CB programmes as well as other related programmes.
 - Coordinate the engagement of service providers and external experts for implementation of CB activities.
 - Assist in increasing sources of municipal finance of all AMRUT cities and assist in identifying avenues for leveraging funds for infrastructure.
 - Any other related activities as decided by the administrative / technical head to the ULB.
 - Improve the capacity of ULB planners in related activities.

Urban Infrastructure Specialist

- a. Qualifications & Experience.
- Graduate in civil engineering or equivalent (Post Graduate in Civil Engineering preferred) from recognized university.
 - Have a broad range of experience in urban infrastructure and a strong background in public health engineering, especially water supply and sanitation;
 - Have at least 3-5 yrs. experience in designing and managing municipal infrastructure projects, preferably projects funded by aid agencies; and
 - Be very familiar with the laws and procedures of the Indian municipal environment.

- b. Role and responsibilities: The Specialist may support the ULB to:
- Asses the status of infrastructure development in the city on a regular basis and provide independent feedback to the Municipal Commissioner
 - Ensure adequate provision for operation and maintenance, value for money urban infrastructure creation, and overall sustainability.
 - Provide knowledge support – including presentation of regional best practices – relating to project management, monitoring quality of construction, good procurement practices, PPPs, use of information systems, among others.
 - Provide technical support to ULB to prepare city development plan and economically viable DPRs on projects.
 - Any other related activities as decided by the administrative/technical head of the ULB.
 - Improve capacity of ULB engineers in related activities

Municipal Finance Specialist

- a. Qualifications & Experience.
- Graduate degree in finance, (MBA (Finance) or equivalent preferable) from recognized university with 3-5 yrs. experience
 - Skills to evaluate urban infrastructure investments, and helping city governments to examine and use a range of options for financing projects.
 - Experience to advice and train ULB staff in municipal finance, project finance, resource mobilization, public private partnerships etc.
- b. Role and responsibilities: The Specialist may support the ULB to:
- Prepare Financial Operating Plans for the city.
 - In partnership with national level financial institutions for providing training and capacity building on finance and related matter to elected representatives and officials of ULBs focusing on resource mobilization.
 - Prepare specialized training materials/modules, process manuals, procedures, toolkits, guidelines and other related activities for undertaking capacity building programmes on financial management;
 - To assess city counterpart funding of AMRUT projects and explore alternative financing.
 - Explore alternate long-term municipal finance options available for financing urban infrastructure and leveraging AMRUT funds.
 - Review estimates of detailed economic project costs and identify all project economic benefits.
 - Conduct economic and financial viability assessments of the projects.

- Conduct and affordability analysis and gather information to prepare a sample financial model for the project ULBs.
- Conduct financial sustainability analyses for revenue-generating subprojects.
- Support in the implementation of accounting and user charges reforms.
- Any other related activities as decided by the administrative head of the ULB.

IT cum Monitoring and evaluation Specialist.

- a. Qualification & Experience.
 - Degree in Information Technology/ MCA /B.Tech Computers or equivalent (M.Tech in computers will be preferred) from a reputed university.
 - The expert will have a management background and at least 3-5 years experience in monitoring and evaluating large projects and programs, preferably in the urban sector.

- b. Role and responsibilities.
 - Develop and strengthening M&E system for projects, reforms and capacity building activities.
 - Monitor the status of implementation of AMRUT-funded project investments vis-à-vis approved timelines and key deliverables.
 - Monitoring and evaluation and reporting of SLNA.
 - Assist the team leader in refining benchmarks and/or indicators against which progress of AMRUT can be measured.
 - Assist in conducting survey to assess the conditions of important reforms at each level of government, as well as the status of the full-range basic services and systems expected to be covered through AMRUT.
 - Update, refine and expand the database at the city level.
 - Set up systems for measuring and monitoring and reporting on service level benchmarks set up by MoUD.

Solid Waste Management Specialist.

- a. Qualifications & Experience.
 - Environmental engineering degree with broad range of experience in municipal waste management.
 - Ability to assist ULBs to set standards and procedures for ensuring quality and monitoring compliance on SWM.
 - Familiarity with legislative framework of Indian Municipal environment.
 - Prior experience as municipal engineer will be an added advantage.

- Should have at least 3-5 yrs. experience in urban infrastructure related to solid waste management.
 - Experience of work on multilateral supported projects, and at ULB level would be preferred.
- b. Role and responsibilities. The Specialist may support the ULB to:
- i. Review and verify designs and needs analyses of the proposed and ongoing solid waste management projects.
 - ii. Set monitoring systems for solid waste management project including information on the composition and volume of waste generated from domestic and commercial sources as required for the preparation of a solid waste management plan.
 - iii. Provide support on collection and transportation program, including vehicle routing, based on detailed and updated city maps; confirm equipment requirements; and preparation and specifications for tenders.
 - iv. Provide support to cities in carrying out sample survey to assess options for waste reduction and recycling and the demand and market for composting.
 - v. Provide support to cities ascertain the preferred options for collection and willingness to pay for improved waste collection by households and businesses and determine the potential for private sector participation in waste collection, recycling, transportation, and disposal.
 - vi. Provide support to cities regarding changes in the institutional arrangements for improving collection, transportation, and disposal of solid wastes.
 - vii. Provide support to cities for preparing comprehensive solid waste management plan for the sample ULBs.
 - viii. Any other related activities as decided by the administrative head of the ULB.

Capacity building/Institutional Strengthening Specialist.

- a. Qualifications & Experience.
- Advanced university degree in the development field (urban development or social development)
 - 3-5 yrs experience in training and capacity building, as well as competence in urban sector issues in India.
 - Knowledge of adult learning methodology and capacity building experience within the urban sector, including experience in areas such as capacity assessment, curricula development, course organization, problem – based (and not only content - based) training and training impact evaluations.

- Computer literacy (word processing, presentation).
 - Ability to work in a high pressure, ethnically diverse, political setting.
 - Knowledge and experience of government systems and procedures.
- b. Role and responsibilities. The Specialist may support the ULB to:
- i. Advise ULB on matters relating to CB activities and their effective implementation;
 - ii. Lead capacity Need Assessment at ULB and support ULB to prepare capacity building plan.
 - iii. Design, develop and CB activities for the city.
 - iv. Implement and monitor the capacity building programmes.
 - v. Coordinate with the training institutions to implement training programmes.
 - vi. Any other related activities as decided by the administrative head of the ULB.

APPENDIX-I: COVERING LETTER SAMPLE

Date -----

To

The Managing Director,
ANDHRA PRADESH URBAN FINANCE
INFRASTRUCTURE DEVELOPMENT CORPORATION,
2nd floor, Engineer-In-Chief (Public Health) complex,
Kashana Buildings, A.C. Guards, Hyderabad-4

Subject: AMRUT – City Mission Management Units (CMMUs) - EOI proposal

Dear Sir,

Having examined the EOI, the undersigned, offer to be short listed for 'AMRUT- CMMU" in full conformity with the said EOI. I have read the provisions of EOI and confirm that these are acceptable to us.

I hereby declare that all the information and statement made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification at any stage of short listing and even later.

I understand you are not bound to accept any proposal you receive. Also, at any stage, the shortlisting process may be terminated without assigning any reason and without any liability to individuals , whatsoever, it may be.

Signature

Date:

Place:

Postal Address:

Telephone Number:

Mobile:

Email Id:

APPENDIX -II -STANDARD FORMATS OF CURRICULUM VITAE (CV)

- i. Name:
- ii. Designation:
- iii. Years with agency:
- iv. Membership in professional societies:
- v. Professional Experience: [Reverse order every employment held. List all positions held giving dates, names of employing organizations, titles of positions held, and locations of assignments.] projects handled
- vi. Educational Qualifications: [Summarize college / university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained.
- vii. Languages: [For each language indicate proficiency: excellent, good, fair, or poor; in speaking, reading, and writing]
- viii. Date of Birth:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of Consultant]

Date:
Day/Month/Year

Full name of Consultant:_____
